

EXAMPLE FOR TRAINING PURPOSES

Listing Brands/Model Numbers Does Not Constitute an Endorsement by KDLA

Example for contract over \$20,000 – includes Model Procurement language

Request for Proposal (RFP) for Network Upgrades

Pioneer County Public Library
100 Main Street
Boonesburg, KY 41700
E-rate Billed Entity Number: 208

Issue Date: November 14, 2017

Due Date: December 15, 2017

The purpose of this Request for Proposal (RFP) is to solicit bids for internal network upgrades at the main branch of Pioneer County Public Library in Boonesburg, KY. The services requested in this document are part of the E-rate filing for the Pioneer County Public Library for the 2018-19 funding year and are necessary for upgraded 100 Mbps internet service in July 2018. The vendor must provide their E-rate Service Provider Identification Number (SPIN) number on the proposal in order to be eligible for consideration. Information about the E-rate program is found at <http://www.usac.org/si/>.

Pioneer County Public Library has adopted the Kentucky Model Procurement Code (see Kentucky Revised Statutes 45A.345–.460), which requires competitive sealed bidding for contracts and purchases over \$20,000.

DUE DATE

Sealed bids will be received in person or by mail to the Contact Person: Lauren Abner, Technology Consultant for Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700 until 5:00 p.m. ET on December 15, 2017. It is the vendor's responsibility to verify receipt of any correspondence with the Contact Person. The Pioneer County Public Library reserves the right to reject all bids.

SPECIFICATIONS

Listed below are proposed items and quantities for proposal. Where a specific make and model is requested, vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality. Pioneer County Public Library reserves the right to adjust quantities prior to purchasing to meet the needs of the library. **In addition, ALL items on the list must be part of the bid and it is recommended that a walkthrough of the facilities be made prior to submitting a bid.**

Cabling Upgrades

Cat 6 cabling – quantity 10,000 feet

RJ45 jacks - quantity 100

Face plates – quantity 25

Surface mount boxes – quantity 20

48-port patch panel – quantity 2

J hooks – quantity 95

Cat 6 patch cables (3 ft) – quantity 110

Cat 6 patch cables (10 ft) – quantity 30

Miscellaneous – Wire ties and other fasteners/connectors needed for installation

Removal of old cabling

Installation of new Cat 6 cabling – terminate, test, and label all data connections

Networking Equipment

SonicPoint ACe wireless access point, power adapter, and 3-year license – quantity 2

SonicWall TZ600 firewall appliance and 3-year content filtering license – quantity 1 (note: vendor must list cost of firewall license and appliance as separate line items)

American Power Conversion (APC) Smart-UPS 1500VA LCD RM – quantity 1

Dell Networking N1548 Switch – quantity 1

Basic Maintenance and/or Technical Support

Vendor will list options for technical support/maintenance packages provided by the manufacturers of products list under Networking Equipment.

Shipping

Vendor will list shipping for all products as a separate line item.

FORMATTING OF BID & PRICING

Vendor must include the Service Provider Identification Number (SPIN) with the bid. Vendor must separate costs by line item. Each line item should clearly list quantity, manufacturer, part number, description, unit price, and extended price; the Library needs this information to apply successfully for E-rate discounts. All bids must reflect any available governmental unit discounts.

BID EVALUATIONS

Pioneer County Public Library will open bids on December 18, 2017 at 10:00 a.m. ET in Meeting Room #1 of the main branch located at 100 Main St, Boonesburg, KY 41700. The Library reserves the right to reject all bids. If awarded, the contract will go to the bidder submitting the lowest evaluated bid price. Additional points will be given to vendors that attend a walkthrough of the library. Disqualification factors: Bids that don't list the Service Provider Identification Number (SPIN), don't list all items requested, and/or don't separate costs by line item will be disqualified.

TIMELINE

Walkthroughs: The last date to walk through the facility is December 8, 2017 and is by appointment only.

Vendor Questions: Vendors may submit questions through December 8, 2017 at 5:00 p.m. ET to the Contact Person; an RFP addendum with responses to all vendor questions will be posted in the E-rate Productivity Center no later than December 11, 2017 at 5:00 p.m. Vendors may request to receive a notification when the addendum has been posted.

Due Date: Sealed proposals are due in person or via mail to the Contact Person listed below no later than 5:00 p.m. ET on December 15, 2017. The Main Branch of the Pioneer County Public Library is located at 100 Main St, Boonesburg, KY 41700.

Installation: The Library anticipates that these upgrades will occur during the early installation period for E-rate FY 2018-19 (April 1, 2018 and June 30, 2018).

CONTACT PERSON

Any questions concerning technical requirements must be directed to:

Lauren Abner, Technology Consultant

Address: Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700

Email: lauren.abner@ky.gov